

**921 KAR 3:042. Supplemental Nutrition Assistance Program Employment and Training Program.**

RELATES TO: 7 C.F.R. 273.7, 273.24, 7 U.S.C. 2015(d)

STATUTORY AUTHORITY: KRS 194A.050(1), 7 C.F.R. 273.7

NECESSITY, FUNCTION, AND CONFORMITY: The Cabinet for Health and Family Services is required by 7 C.F.R. 273.7 to administer a Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program. KRS 194A.050(1) requires the secretary to promulgate administrative regulations necessary to implement programs mandated by federal law or to qualify for the receipt of federal funds and necessary to cooperate with other state and federal agencies for the proper administration of the cabinet and its programs. This administrative regulation establishes technical eligibility requirements used by the cabinet in the administration of the SNAP Employment and Training Program (E&T).

Section 1. Definitions. (1) "Vocational Educational Skills Training" or "VEST" means a program in which a participant receives training in order to meet a work requirement.

(2) "Work Experience Program" or "WEP" means a program in which a participant receives work experience in order to meet a work requirement.

Section 2. E&T Participation. (1)(a) An individual may volunteer to participate in the E&T Program.

(b) A voluntary participant in the E&T shall not be penalized by a discontinuance or reduction of SNAP benefits.

(2) An E&T participant shall:

(a) Complete an initial assessment interview;

(b) Be placed in an approved SNAP E&T component; and

(c)1. Complete and return to the cabinet a FSET-145, Employment and Training Program Activity Report, in order to verify participation; or

2. Enter participation information in the case management system to be verified by a SNAP E&T provider.

(3) Payment for transportation, up to twenty-five (25) dollars per month, shall be provided to an individual participating in the E&T program if the individual:

(a) Incurs or plans to incur a transportation expense in order to participate; and

(b) Completes and returns to the cabinet verification of the job search in accordance with Section 3(3)(b) and (c) of this administrative regulation or reports participation in accordance with subsection (2)(c) of this section stating the anticipated need.

(4) A transportation payment shall not be made if the participant is not in compliance with an E&T activity in accordance with this administrative regulation.

Section 3. Components. (1) A county offering the E&T Program shall offer the following services and activities:

(a) The VEST Program consisting of:

1. Vocational school; or

2. On-the-job training; and

(b) The WEP Program consisting of:

1. Job search; and

2. Work placement.

(2) An individual participating in VEST shall:

(a) Attend training courses for at least twenty (20) hours per week; and

- (b) Participate in the WEP component until a VEST placement is available.
- (3) An individual participating in WEP shall:
  - (a) Complete an initial assessment and develop an employability plan;
  - (b) Participate in the initial thirty (30) days of job search, including twelve (12) contacts with prospective employers;
  - (c) Complete and file with the cabinet verification of the job search in accordance with paragraph (b) of this subsection;
  - (d) Provide written verification by the WEP provider of E&T Program activities to the cabinet; and
  - (e) Satisfy the work requirement, in accordance with 921 KAR 3:025, Section 3(8), by:
    - 1. Accepting the offer of a work site placement; and
    - 2. Working at the assigned work site placement for the minimum monthly number of hours required by subsection (4) or (5) of this section.
- (4) The minimum number of hours that a WEP participant shall perform each month to satisfy the work requirement of 921 KAR 3:025, Section 3(8), shall be determined by the participant's monthly SNAP allotment divided by the current federal minimum wage.
- (5) If the SNAP household's active members include more than one (1) individual who wants to satisfy the work requirement of 921 KAR 3:025, Section 3(8), through WEP, the minimum monthly number of work hours that each individual is required to perform shall be determined by dividing the:
  - (a) SNAP allotment by the number of individuals who are subject to the work requirement; and
  - (b) Individual pro rata share of the SNAP allotment by the current federal minimum wage.

Section 4. Hearing Process. If aggrieved by an action or inaction that affects participation, a SNAP participant may request a hearing in accordance with 921 KAR 3:070.

Section 5. Reimbursement. An individual shall complete and file with the cabinet a written request to have a reimbursement check for employment or training replaced after loss or theft.

Section 6. Incorporation by Reference. (1) "FSET-145, Employment and Training Program Activity Report", 10/17, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. (23 Ky.R. 1304; Am. 1600; eff. 9-18-1996; 24 Ky.R. 215; 600; eff. 8-20-1997; 25 Ky.R. 922; 1371; eff. 11-18-1998; Recodified from 904 KAR 3:042, 2-1-1999; 29 Ky.R. 586; 977; eff. 10-16-2002; 2563; 2897; eff. 6-16-2003; TAm eff. 10-27-2004; TAm eff. 1-27-2006; 33 Ky.R. 998; 1334; eff. 11-15-2006; 35 Ky.R. 1937; 2076; eff. 3-11-2009; 39 Ky.R. 1331; eff. 3-8-2013; 40 Ky.R. 2914; eff. 9-5-2014; 42 Ky.R. 617; eff. 11-18-2015; 44 Ky.R. 158, 544; eff. 10-11-2017.)